



2018 Farmer's Market Application

Name: _____ Business Name: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Please list all specific products you will have for sale:

Please identify:

June – Sept. Seasonal **\$240.75** _____

June – Sept. Early Registration **\$214.00** _____

(Rate is reserved for all applications received before February 28, 2018)

Monthly (4 consecutive weeks) **\$75.00** _____

Weekly (1 single Saturday) **\$32.10** _____

I/We agree to hold harmless and indemnify the City of Crown Point, IN, or any person or board connected with the Farmer's Market from any/all liability/claims due to use or consumption of our products or due to damage and/or theft of my/our merchandise, goods, and wares kept upon premises designated by persons mentioned above. This agreement refers to any/all damage including, but not limited to; damage by heat, water, sun, rain, wind, cold, and vandalism and the like. All claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from any activities under this contract, including loss predicated on active or passive negligence of the City. Again, I understand that exclusivity on products is not guaranteed. I have read and accept the terms of this application.

Signature

Date

Please return completed application and full payment to:

Crown Point Special Events
Attn: Farmer's Market
11035 Broadway, Suite E
Crown Point, IN 46307



2018 Rules and Guidelines

Please check all dates that you are able to attend:

**** Please note that on June 9, 2018 we will be changing locations to the Crown Point Post Office (128 S. East St.) due to the Corn Roast.**

June	
2	
9 **Location Change Corn Roast	
16 Food & Arts Festival	
23	
30	

July	
7	
14	
21	
28	

August	
4	
11	
18	
25	

September	
1	
8	
15	
22	
29	

Attendance:

Attendance at the market is required unless you have notified a member of the staff **AT LEAST** 24 hours prior to the start of the market. The penalty for a no call/no show vendor are as follows:

1st offense- warning

2nd offense - \$25 fee

3rd offense -\$50

4th offense or more- you will forfeit your market space and will not receive a refund. This **WILL** be enforced.

All vehicles must be in place by 7:45am ready to sell product. A vendor failing to arrive by 7:45 will forfeit his/her space for the day. The market staff has power to override this rule in emergency cases.



2018 Rules and Guidelines

Operating and Enforcement Rules:

The Crown Point Farmer's Market will take place on South Main Street from 8am-1pm. This is a rain or shine market, however, the market will not take place in extreme weather. A grower or producer is any person offering for sale articles for human consumption, such as fruits, vegetables, syrups, edible grains, nuts & berries, maple sugar, apiary products and/or non-edible articles, such as cut or potted flowers which have been grown or prepared by the grower or producer. Sale of any type of meat, dairy or certified eggs is allowed in accordance with the Lake County Health Dept. rules and regulations.

Vendors must clearly identify where all produce is grown/harvested. Vendors must identify all produce that was not grown locally and all produce that was not grown by the vendor.

Occupants of spaces at this market must conform to the market rules at all times. The market staff have full authority to enforce all rules. Any occupants failing to comply may have their space declared vacant at the discretion of the market staff.

Dates:

The Crown Point Farmer's Market will take place every Saturday, May through September from 8am-1pm. Please be aware that other events in Crown Point may cause the market to be moved to a different location or hindered in regards to space. We will be moving to the municipal lot next to the Crown Point Post Office on June 9th, 2018 due to the Corn Roast.

Selection of Vendors:

The City of Crown Point strives to bring a wide variety of vendors to the farmer's market, but exclusivity is NOT guaranteed. Additional vendors of the same product might be considered. The ultimate decision will be determined by the market staff on a case-by-case basis. In doing our due diligence to established vendors, priority of space will be granted to previous vendors. All past vendors will be grandfathered in from the previous year for space consideration.

Payment:

Payment is due at least 24 hours before the market starts. Payment will not be accepted on-site at the market under any circumstances. All market fees are for a 10x10 standard space. A vendor using more than the allotted 10x10 space will be required to pay an additional market fee. Checks should be made payable to the City of Crown Point. Total payment in check, cash, or credit form must accompany the application. Payment secures space at the market. Seasonal spaces are non-transferable and non-refundable. If more applications are received that space allows, priority will be given to the earliest registrants.



2018 Rules and Guidelines

Requirements:

All vendors are required to provide the City of Crown Point with a Certificate of Liability Insurance naming the City of Crown Point as an additional insured. Failure to provide this will result in ejection from the market.

Any vendors selling food, food items, packed foods, or items for consumption must provide a copy of their Lake County Health Dept. Permit to the City of Crown Point. Vendors with such items will not be able to participate in the market without a permit. The Lake County Health Dept. will make periodic visits throughout the season. If a vendor is in violation of health department code, they will be removed from the market until qualifications of the code can be met.

If applicable, vendors must provide a copy of their Indiana Sales Tax license or a copy of application for a 2018 Sales Tax ID Number.

Set-up and Tear Down:

Set-up begins at 6:00 am. Market staff will arrive at 6:00 am to turn on power, block off roads, display banners, etc. All vendors must be in place by 7:45 am to participate in the market that day. Vendors must furnish their own tables, chairs, and other display arrangements. All vendors must have a 10x10 pop-up tent in order to participate in the market. Participants must also have a sign stating his/her business name. Vendors are required to use tent weights (cinder blocks, water jugs, cat litter, concrete containers, weights) AT ALL TIMES.

Market tear-down will begin promptly at 1:00 pm. Vendors may not sell, solicit, or continue any market activities after 1:00 pm. The roads will open at 1:45 pm. Vendors must be within the parking space parameters of South Main St. by 1:45 pm. All vendor-related trash must be removed at the end of each market. The city's waste receptacles are solely for the attendees of the market.

Vehicles of any sort will not be allowed in the market space after 7:45 am. This includes vendor's and guests' cars.



2018 Rules and Guidelines

Certificate of Liability Insurance:

All vendors participating in the Crown Point Farmer's Market must obtain a Certificate of Liability Insurance with general liability coverage in the amount of one million dollars (\$1,000,000).

The Certificate of Liability Insurance must list the City of Crown Point as an additional insured. This is for the protection of the City of Crown Point, all vendors, and customers at the market. This certificate protects against any damages in the event of an injury at the market or an injury caused by products sold by vendors.

Vendors are required to carry the following coverage:

<u>General Liability</u>	<u>Limits</u>
Each Occurrence	\$1,000,000

Please make sure all requirements are met. This includes:

- \$1,000,000 of general liability coverage
- City of Crown Point listed as an additional insured
- Business or personal name, location, etc. stated on certificate
- Certificate Holder listed as:

City of Crown Point
101 N. East St.
Crown Point, IN 46307